

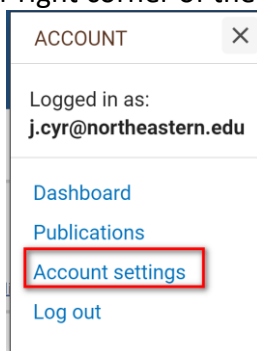
# SciENCv: Add/Remove Delegates

## SciENCv (Science Experts Network Curriculum Vitae)

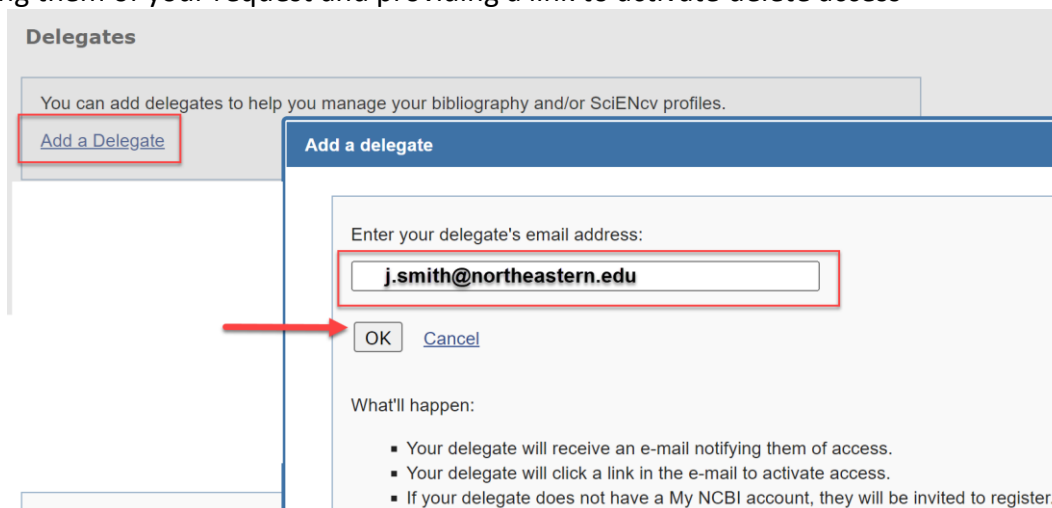
SciENCv users can grant access to other persons (delegates) to view and manage their SciENCv documents. The delegate, such a department administrator, or other person supporting research at Northeastern, can collaborate on creating, maintaining, and downloading a Biosketch or NSF Current and Pending Support document for submission to sponsor. The researcher has ultimate responsibility ensure that biosketch and current & pending requirements are complete and accurate.

### Adding a Delegate:

1. Select your **username** in the upper right corner of the menu bar and open **Account Settings**



Select “Add a Delegate” and enter the email address of the administrator or other person at Northeastern you wish to make a delegate, then select “OK;” An email will be sent to the person notifying them of your request and providing a link to activate delete access



The **Delegates** section of the NCBI *Account Settings* page will display the person whom you invited to be a Delegate. In the *My NCBI User Name* section, it will say **(Awaiting Confirmation)** until they click the email link and accept the role.

### Getting Help

Support: [NU-RESHC@northeastern.edu](mailto:NU-RESHC@northeastern.edu)



Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

Last Updated: 10/16/2022



# SciENCv: Add/Remove Delegates

## Delegates

| My NCBI User Name       | E-mail                   | My Bibliography                     | SciENCv                             | Remove  |
|-------------------------|--------------------------|-------------------------------------|-------------------------------------|---|
| (Awaiting confirmation) | j.smith@northeastern.edu |                                     |                                     |  |
| robertap1               | r.jones@northeastern.edu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

[Add a Delegate](#)

When a person accepts the invitation, the list of Delegates will indicate delegate access to either your My Bibliography collection or your SciENCv, or both with checkmarks.

### Modify/Remove Delegate Access

- Check or uncheck the boxes under the **My Bibliography** or **SciENCv** headings.
- Delegate authority can be removed by clicking on the red **X**.